

**Tompkins County Soil and Water Conservation District**  
**Monthly Staff Report**

**Name: Angel Hinickle**

**Month: July 2016**

**Agriculture (0 hrs)**

**Water Quality and Natural Resources ( hrs)**

Provide technical assistance on stream bank erosion projects (42 hrs): Assisted 4 private landowners with pond concerns and conducted site visits. Conducted two site visits for stream related concerns, one was concerning flooding of agricultural land and one was an exposed Dominion pipe. Completed and submitted NYSDEC and Army Corp Permits for Trumbulls Corners Rd Water Quality Enhancement Project. Worked with botanist associated with Finger Lakes Land Trust to develop a seed mix for reseeding the stream site after construction. Developed draft bid documents for bidding out the project and work on finalizing the landowner easement.

WQIP Compost-Based BMP Project (6.5 hours): Order bark blower equipment. Work on setting up delivery date for the equipment and training. Review the project with Paul and Mike so they can continue moving forward while I'm out on maternity leave. Show Paul and Mike the spoils site behind the County Highway Facility as this could be our first demo site. Complete quarterly report and MWBE reporting.

WQIP Stormwater Conveyance System Mapping (17 hours): Continue to work with Keystone Precision Instruments to obtain GPS equipment. Revised order due to software issues. Create geodatabase for the project. Make maps for the field crew. Held a meeting with Tompkins County IT on creation of an online mapping tool for the stormwater conveyance system data. Started uploading data to the County's GIS server so they can start working on the online map application. Completed MWBE reporting for the grant. Held two meeting with Mariah to review data collected and next steps.

WQIP Hydroseeding (2 hours): Completed MWBE reporting for the grant.

**Stormwater (13 hrs) –**

Provide stormwater technical assistance to municipalities through contract agreements:

Provided stormwater technical assistance to the Town of Newfield Code Enforcement Officer and conducted inspections of active construction sites. Conducted construction sites inspection with Darby Kiley for the Town of Ulysses.

Provide technical assistance to the Tompkins County Stormwater Coalition for MS4 communities:

Held a July coalition meeting, with Jessica Verrigni presenting to the coalition on the MS4 Subcommittee created by NYSDEC. Worked with Jessica Verrigni to disseminate information regarding NYSDEC MS4 Subcommittee to coalition members. Obtain input/comments from coalition members and provide to Jessica for the July 26<sup>th</sup> meeting in Albany. Prepared and printed dues letters and sent them out to member municipalities.

### **Invasive Species (6.5 hrs)**

Provide Technical Assistance to the County Hydrilla Task Force: Assist with printing of 24-hour notification postcards. Work with NYSDEC, Tompkins County Health Department, and CSI on water quality monitoring. Work with NYSDEC habitat biologist and permitting on obtaining joint permit for benthic barriers. Obtain Canal Corp permit.

### **SWCD Staff (46 hrs)**

Conduct weekly staff meetings: Attended staff meetings.

Email, staff meetings, board meeting, office cleaning, walk-in client assistance, answering phones, and administration (invoicing).

### **Education (0 hrs)**

### **Vacation leave (8 hrs)**

### **Personal leave ( hrs)**

### **Sick leave ( hrs)**

### **Comp Time (hrs)**

### **Holiday ( 8 hrs)**

### **Floating Holiday ( hrs)**